All-Unit Congress

Preamble:
The All-Unit Congress (AUC) was formed to effectively represent the vast majority of those who work at Springfield Technical Community College: It will include all full-time or part-time employees below the level of director, regardless of union status.

Function of the All Unit Congress:
The All Unit Congress shall consider matters relating to the welfare of STCC placed before it by the membership of the Congress. This Congress shall have no existence separate and apart from STCC. This body will hold a General Assembly twice every semester to hear from the membership, report on the work of the standing committees, and vote on matters of concern. The represented membership will have a formal relationship with the Board of Trustees, representing a change in the form of governance on this campus. The nature of this relationship must be fashioned and agreed upon by the Administration, the Congress, and the STCC Board of Trustees.

Eligibility:
The All Unit Congress shall be composed of all non-administrative STCC employees. Representative of STCC’s Student Government may be granted special observer status and bring student concerns to the attention of the All Unit Congress; however, Student Government representatives will not be eligible to vote.

All Unit Congress Structure and Elections:
The All Unit Congress will be co-chaired by one faculty member and one member of the professional staff elected by the General Assembly. Nominations and elections for this and other offices will take place during the September General Assembly. All such proceedings will be governed by Robert Rules of Order. All pertinent matters will be ratified after being properly moved, seconded and discussed by a simple majority established through a show of hands. There will be four standing committees. The two co-chairs of the Congress and the chairperson of each of the three standing committees will be nominated and elected by the general membership of the All Unit Congress.

All members of the All Unit Congress are eligible to vote or serve as committee chairs, as described in the by-laws. Every member of the Congress has an equal vote in all matters concerning the All Unit Congress.

The constitution of the All Unit Congress can be amended by a simple majority during the General Assembly or a special meeting of the general membership convened for that purpose.

Procedure:
Any member will have an opportunity to bring issues to the attention of the All Unit Congress,
either at the General Assembly or meetings of the Standing Committees. Standing Committees will meet once a month (or as necessary) and post meeting dates, times and locations in advance to insure access and participation by any interested member of the All Unit Congress.

Where an item involves the interests of multiple committees, an ad hoc committee will be created by the coordinating committee to address the particular issue. After completing its assigned task and reporting to the Co-chairs, said ad hoc committee will be dissolved.

After review and ratification by committee members, each committee chairperson will present a report of their committee’s findings to the General Assembly. Those authorized by the Congress will present these findings to the college’s President and the STCC Board of Trustees, making them aware of the problems and concerns of the All Unit Congress and to implement solutions.
Bylaws:

I. Committees
   a. Coordinating Committee
      i. Charge - The Coordinating Committee will oversee the operations of the All-Unit Congress, in the charge of the Standing Committees, in communicating with the other constituencies on campus, and in communicating with the larger campus community.
      ii. Personnel
          1. Faculty co-chair
          2. Staff co-chair
          3. Academic Affairs Committee chair
          4. Facilities and Safety Committee chair
          5. Staff Committee chair
          6. Recording Secretary
             a. this is a paid position
             b. responsible for recording the minutes of Coordinating Committee meetings and those of the General Assemblies
             c. responsible for reserving rooms for all Coordinating and Standing committee meetings as well as ordering lunch
             d. responsible for keeping track of the budget
      iii. Procedure
          1. Meetings will be called at least twice per semester based on the employee planner
          2. Minutes of the meeting will be recorded and prepared by the recording secretary and shared with the Congress membership
          3. The committee will review issues presented by members of the Congress to decide which Standing Committee will address each
          4. For an issue that crosses lines of Standing Committee purview, an ad hoc committee will be formed for the specific purpose of investigating and resolving that issue
      iv. Powers
          1. convene General Assembly
          2. form ad hoc committees
          3. review and assess AUC effectiveness
          4. draft proposed amendments to AUC constitution
      v. budget - The College will allocate sufficient funding for the operations of the All-Unit Congress and its committees.
   b. Academic Affairs Standing Committee
      i. Charge - This committee has responsibility with respect to academic policies, educational standards, curricula, and academic regulations.
      ii. Personnel
          1. One full-time faculty from each of the six schools
a. Arts, Humanities & Social Sciences  
b. Business & Information Technologies  
c. Engineering Technologies  
d. Health & Patient Simulation  
e. Math, Sciences and Engineering  
f. Nursing  

2. At least one non-full time adjunct faculty member from any school  
3. The committee should also contain up to 5 staff members whose duties involve academic matters.  
4. The term is one year with a limit of three consecutive terms.  
5. The committee will have the responsibility of designating a recording secretary  
   a. The method of fulfilling this requirement is at the discretion of the committee  
   b. The recording secretary will be responsible for preparation of the minutes of the meeting and distribution of those minutes to the AUC membership  

iii. Procedure  
   1. Meetings will be called at least once per month based on the employee planner  
   2. Additional meetings may be called if an issue requires, and business cannot be settled through electronic communications  
   3. Minutes of the meeting will be recorded and prepared by a recording secretary and shared with the Congress membership  

iv. Powers  
   1. form ad hoc sub-committees  
   2. communicate with administration on matters concerning curriculum, commencement, etc  
   3. review and assess academic effectiveness  
   4. draft proposed amendments to AUC constitution  

c. Facilities and Safety Standing Committee  
   i. Charge - The committee hears from and consults with maintainers, campus police, and others to ensure the safety and efficiency of the institution.  
   ii. Personnel  
      1. One full-time employee (faculty or staff) from each of the primary buildings  
         a. Building 27  
         b. Building 17  
         c. Building 13  
         d. Building 2  
         e. Building 20  
         f. Building 16/15
2. One employee from the campus police
3. One employee from facilities
   a. this may be a maintainer from one of the above buildings and could satisfy both personnel slots
4. At least one non-full time employee from any school
5. The term is one year with a limit of three consecutive terms. The committee will have the responsibility of designating a recording secretary
   a. The method of fulfilling this requirement is at the discretion of the committee
   b. The recording secretary will be responsible for preparation of the minutes of the meeting and distribution of those minutes to the AUC membership

iii. Procedure
   1. Meetings will be called at least once per month based on the employee planner
   2. Additional meetings may be called if an issue requires, and business cannot be settled through electronic communications
   3. Minutes of the meeting will be recorded and prepared by a recording secretary and shared with the Congress membership

iv. Powers
   1. Form sub-committees
   2. Assess campus safety procedures
   3. Review and assess facilities effectiveness
   4. Draft proposed amendments to AUC constitution

d. (Professional and Classified) Staff Standing Committee
   i. Charge - Convene and chair meetings to review issues that apply to professional and staff employees

ii. Personnel
   1. Representative from each department as determined by the committee. Those representatives may be full- or part-time
   2. The committee will have the responsibility of designating a recording secretary
      a. The method of fulfilling this requirement is at the discretion of the committee
      b. The recording secretary will be responsible for preparation of the minutes of the meeting and distribution of those minutes to the AUC membership

iii. Procedure
   1. Meetings will be called at least once per month based on the employee planner
   2. Additional meetings may be called if an issue requires, and
business cannot be settled through electronic communications
3. Minutes of the meeting will be recorded and prepared by a
   recording secretary and shared with the Congress membership
4. Attends all meetings as possible.
5. Accepts and supports the congress’s purpose and charge.
6. Maintains records and relevant information on congress work.
7. The chair must be sufficiently informed to interact knowledgeably
   with other congress members, instructors, and the administration.
8. Moves members toward consensus and decision-making.
9. Evaluates congress efforts and communicates accomplishments
   to the sub-committee and college administration.

iv. Powers
1. form sub-committees
   a. These subcommittees should include faculty and staff, part-
      time and full time.
      i. Representation from each of the departments
   b. There should be subcommittees as followed:
      i. Student Support Services-
         1. Include a student
      ii. Staff Support and Resources Services
      iii. College Activities
      iv. Communication and Marketing
2. assess campus safety procedures as they impact the working
   environment of staff employees
   a. This should include a representative from the Campus
      Police and the Facilities Department coordinate with the
      Safety and Facilities Committee
3. review and assess “metacurricular” effectiveness
   a. This would include, but is not limited to, advising,
      counseling, student services, the library, and disability
      services
4. draft proposed amendments to AUC constitution

II. Participation
   a. Nominations
      i. At the last General Assembly of the school year, nominations will be
         taken for the elected positions which will need to be filled in the coming
         year
      ii. one of the co-chairs as well as all three Standing Committee chairs
      iii. Standing Committee chairs who wish to continue in their position may
           indicate at that time
      iv. Nominations taken from the floor must be seconded and the nominated
          individual must agree to the nomination (and therefore must be present)
      v. Any uncontested positions will be elected by a single ballot cast by the
recording secretary

b. Term limits
   i. Co-chairs are elected to two-year terms to be staggered
      1. the incoming staff co-chair works with the established faculty
         co-chair
      2. the co-chairs are limited to serving one two-year term at a time
      3. they can run again after two terms have passed
   ii. Standing Committee chairs are elected to one-year terms
       1. Standing Committee chairs are limited to serving two consecutive
          terms
       2. they can run again after two terms have passed

c. Administrative Resources
   i. Under certain circumstances, Standing Committees or the Coordinating
      Committee may require the consultation of administrative personnel who
      are not members of the All-Unit Congress.
   ii. Members of the administration can be asked to participate in meetings as
       resources, at the discretion of the committee and its chairperson
   iii. These participants would be guests of the committee without voting
        privileges

III. General Assembly
    a. Procedure
       i. Meetings will be called at least twice per semester based on the
          employee planner
       ii. An agenda will be prepared by the co-chairs and presented to the
           membership at the beginning of the Assembly, if not earlier
       iii. Minutes of the meeting will be recorded and prepared by the recording
            secretary and shared with the Congress membership
    b. Voting
       i. Motions proposed and seconded will be voted upon, following required
          discussion, by the body of the General Assembly
       ii. All employees represented by the MCCC or AFSCME unions, or non-unit
           employees below the level of director are eligible to vote
       iii. Voting will be by voice unless more precise counting is evidently
            necessarily
           1. Vote by a show of hands will be used which must be counted by
              both co-chairs (or their designees) and recorded by the secretary
           2. If a secret ballot is called for by a voting member of the Assembly,
              every effort will be made to accommodate that within the time of
              the meeting. However, if constraints necessitate, voting may be
              conducted through a secure polling web service.
       iv. Voting will require a simple majority except for amendments to the
           constitution which will require a two-thirds majority.
           1. Changes to the by-laws will require a simple majority and can be
voted upon when the motion is presented, following any necessary discussion.

2. Motions for resolutions will require a simple majority vote to pass.

c. Amendments
   i. Motions proposing amendments to this document may be made at the General Assembly
   ii. Any member intending to make a motion at an Assembly is encouraged to share it by electronic mail prior to the meeting to foster broader discussion
   iii. Amendments must be proposed by motion at one Assembly and voted upon at the following Assembly unless
   iv. The body of the Assembly may vote to move to a vote on an amendment within the same meeting as the motion is made only by unanimity
   v. Passage of amendments requires sixty percent of the vote